<u>Employee Dashboard</u>						
Employee Dashboar	d					
Martin Carlos		Leave Balances as of 0	8/30/2023			
My Profile		Vacation in hours	120.00	Personal Leave in hours	64.00	
My Team						Full Leave Balance Information
Pay Information					*	🥕 My Activities
Latest Pay Stub: 08/15/2023	All Pay Stubs	Direct Deposit Inf	ormation	Deductions History		Enter Leave Report
Earnings					^	
Benefits					•	Approve Time Approve Leave Report
Taxes					~	Electronic Personnel Action Forms (EPAF)
Job Summary					•	Pay Stub Administrator
Employee Summary					•	

First, select the blue "Enter Leave Report" button on the mid-right hand side of the screen

•

•

Employee Dashboard Leave Report			
Leave Report			
Approvals Leave Report			
			Leave Report Period
Leave Period Hours/Days/Units Submitted On	Status		
			🕚 Prior Periods
08/16/2023 - 08/31/2023	Not Started	Start Leave	e Report
08/01/2023 - 08/15/2023	Not Started	Start Leave	e Report
07/16/2023 - 07/31/2023	Not Started	Start Leave	e Report

The next screen shows you the Leave Reports that are available to you for editing. Click "Start Leave Report" next to the Leave Report you want to fill out to begin.

 Welcome to ReEmploy: X @ Application Navigator X B New tab X Employee Main Menu X II Time Entry X + - O X Mttps://uhart-pxesa-001.hartford.edu/B102/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/calendar/14239 A A D C & A A A A A A A A A A A A A A A A A A							
08/16/2023 - 08/31/2023	0.00 Hours 🧻 戻)			In Progress S	ubmit By 09/30/	2023, 11:59 AM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT	URDAY
< 27	28	29	30 0.00 Hours	31	1	2	>
			🕀 Add Earn Code				
Earn Code Vacation Exempt	Hours						Θ
Exit Page					Cancel	Save	Preview

You'll notice a scroll-bar at the top containing all the dates of the pay period. Use the left and right carrot-arrows on the left and right ends of this area to cycle through whichever days you need to look at.

Click on the day you need to enter time for (it should highlight blue when you click it). Once you're on the day you want, use the dropdown menu under "Earn Code" to select the type of leave time. Then enter the gross amount of hours and hit save. If you're using multiple types of leave time, simply use the "+ Add Earn Code" button near the middle of the screen. Once you've saved all time entries that you need to enter, the next button to use before submitting is the "Preview" button. The minus button can be used to remove time entries if you need to delete.

One of the second sec	× 1: Time Entry × /142393 A ¹ 公 ロ 1 で TIAA Secure Accou 認 PeyFI 。 Preview	+ - ○ × (= @ % … ()) ex → Cashpro > () () () () () () () () () () () () () (
Pay render up rotation to		
	Return	Submit

Please note that bereavement leave does not need to be entered for exempt basis. Amount of bereavement days allotted can be found in the employmee manual, and are done on a discussion-basis with your supervisor once the qualified amount of days are determined (as referenced in the employee manual).

After you've finished entering all time entries for the pay period, and are sure you don't need to enter any more time at all, the preview button on the previous page brings you to this screen. You can enter comments if necessary, such as a comment if any of the leave time being

submitted is for a now-passed pay period that you no longer have access to, or whatever else you might want to say to your supervisor or have on the record regarding your leave time. Once you're sure everything looks good, you can hit the blue "Submit" button.